

LEAD PUBLIC WORKS MAINTENANCE WORKER

DEFINITION

Under general supervision of a Public Works Maintenance Supervisor, provides lead direction, personally performs any combination of tasks involved with inspection, construction, repair, preventative, corrective and emergency maintenance of streets, roadways, storm drains, landscaping, irrigation, sports fields, playground structures, public buildings, facilities and related structures, and performs other duties as assigned. The Lead Public Works Maintenance Workers may be assigned to one of three (3) Public Works Maintenance Sections (Streets, Buildings, or Parks).

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Maintenance Worker I/II classification series by the performance of more skilled and complex public maintenance and repair tasks, and the requirement to lead and train a crew of employees. Incumbents may also perform all of the duties customarily performed by a Maintenance Worker I/II in any of the assigned areas: Streets, Buildings or Parks.

EXAMPLES OF DUTIES

Prepares the detailed planning, scheduling and organization of the work of assigned personnel; checks work of assigned crews to see that work is done properly and expeditiously; confers with Public Works Maintenance Supervisor on significant deviations; prepares cost estimates as required; may assist in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; opens and completes work orders; maintains records concerning installations, repairs, and the condition of the facility or site of assigned work; makes recommendations for improvements, additions, alterations and repairs and may inspect work performed by outside contractors; assists in preparing employee performance evaluations, conducts effective training on equipment operation, care, cleaning and maintenance; and general safety and work site safety; advises on safety precautions and instructs personnel in the technical aspects of work performed; responds to inquiries and complaints pertaining to the work of the Section as directed.

Operates hand and power tools, and heavy equipment common to landscaping, paving or general construction. Reads and interprets construction plans and specifications and prepare cost estimates; meets with and monitors contractors and vendors.

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Depending on the Public Works Maintenance Section the employee is assigned may personally perform typical duties in one of the following broad categories:

Parks- safely handles and apply pesticides, herbicides and fertilizers, propagates plants, transplants and cares for flowers, ornamental trees and shrubs; installs and maintains irrigation systems;

Streets- safely handles and applies thermoplastic and paint for roadway striping; maintains street pavement, signage, striping and storm drain facilities;

Buildings- repairs and maintains plumbing and heating systems, door hardware and locks, roofs, fencing, sheet rock, paneling, floor and wall covering and general carpentry;

MINIMUM QUALIFICATIONS

Knowledge of: Practical aspects of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for Public Works Maintenance projects; basic recordkeeping and budget procedures; standard safety procedures, including working practices and safety orders of the California Division of Industrial Safety pertinent to general or utility construction and maintenance; methods, tools, materials, and types and functions of equipment used; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations.

Ability to: Supervise, schedule, train, and direct the work of assigned personnel; follow oral and written directions; prepare clear and accurate reports; prepare and maintain accurate records; read and interpret plans and specifications; be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the maintenance of public buildings, landscaping and street infrastructure; perform skilled and semi-skilled tasks; organize and direct building, street, and parks maintenance projects; analyze situations effectively and develop appropriate solutions to correct problem areas, communicate with various personnel, including personnel from other City Departments, city residents, engineering consultants and industry representatives, communicate clearly and concisely with contacts both verbally and in writing, as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three (3) years of increasingly responsible experience in performing skilled work in the maintenance of streets, roadways, storm drains systems, landscaping, irrigation, sports fields, playground structures, public facilities and related structures.

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Education: Graduation from high school or equivalent. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years. Associate of Arts Degree or higher in related field highly desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting. Works in adverse weather conditions from time to time. Exposure to dirt, noise, uneven surfaces, and/or extreme heat or cold when in the field, and may be required to sit for long periods using a computer keyboard and mouse.

License: Possession of a valid Class "A" or Class "B" California Driver's License with a Tank Endorsement (including acceptable driving record), or the ability to obtain one within 12 months.

Candidates assigned to the Parks Section must possess a Qualified Applicator's Certificate issued by the State of California and be qualified for spraying in categories (B) Landscape Maintenance and (C) Rights-of-Ways, or the ability to obtain one within 12 months.

Candidates assigned to the Streets Section must possess a Wastewater Collection System Maintenance Certificate Grade I issued by the California Water Environment Association, or ability to obtain Certificate within 12 months.

Candidates assigned to the Buildings Section must possess a Playground Safety Inspector Certification issued by the National Recreation and Park Association, or ability to obtain Certificate within 12 months.

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